



# Wisconsin Department of Corrections

Governor Scott Walker | Secretary Jon E. Litscher

Division of Juvenile Corrections | Administrator's Office

## INTERSTATE COMPACT FOR JUVENILES (ICJ) Referral Packet – Revised 05/18/2018

Please scan and email the complete packet to: Joy Swantz ([joy.swantz@wi.gov](mailto:joy.swantz@wi.gov)). If scanning is not an option, please mail the complete packet to the address listed below. \*=Required official ICJ Forms.

### **REQUIRED INFORMATION TO BE INCLUDED IN THE TRANSFER OF SUPERVISION PACKET**

#### ○ **Cover Letter**

The Cover Letter must include a brief summary as to why ICJ is appropriate. If any restitution balance is owed, the county cover letter must include any information regarding the restitution and clear instructions for submitting restitution payments to include, but not be limited to, submission method and address. **\*\*\*UPDATED REQUIREMENT:** *Finally, if the juvenile has active CHIPS order(s) or TPC order(s) under Chapter 48, please indicate if the Interstate Compact for the Placement of Children (ICPC) is being pursued in addition to ICJ. If so, indicate current status of ICPC and with whom you have been working with in the WI ICPC office. If any of the above active orders are open, and you have not initiated ICPC please explain why ICPC is not being pursued.*

#### ○ **Form IV\*** ..... Probation or Parole Investigation Request

#### ○ **Form IA/VI\*** ..... Application for Services and Waiver

#### ○ **Form VII\*** ..... Travel Permit

When a juvenile is relocating pending a request for transfer of supervision, the sending state **must** complete a Form VII and obtain all signatures and dates as indicated on the form. The completed Form VII must be submitted by the sending state (WI) to the receiving state PRIOR to the juvenile departing from the sending state.

#### ○ **Petitions(s)/Arrest Report(s)**

#### ○ **Court Order(s)** (Adjudication and Disposition)

#### ○ **Conditions of Supervision/Rules**

#### ○ **Legal and Social History/Court Report**

#### ○ **Other:**

Any other case information that may be helpful to the other state (e.g., psychological reports, risk assessment, school records, medical information, probation/parole/institutional reports)

### **IF APPLICABLE, ADDITIONAL INFORMATION TO BE INCLUDED IN THE PACKET**

#### ○ **Risk Assessment for Sex Offender Referrals**

#### ○ **Form V\***

(Form V is only required if the juvenile has remained in WI pending the approval of the transfer of supervision.)

**WI ICJ staff contact information, Forms and Rules can be found:**

<https://doc.wi.gov/Pages/AboutDOC/JuvenileCorrections/InterstateCompact.aspx>